REGISTRAR'S OFFICE
SCHEDULING DIVISION

H-STAKE SIGN RESERVATION REQUEST

THE UNIVERSITY OF UTAH

term prior to the expected use. Example: H-Stake signs for use during fall semester can be scheduled beginning the first day of summer term. eservations are made for any reasonable length of time, not to exceed 21 days, as approved by Scheduling. maximum of 15 signs may be posted per event advertised and are limited to 1 sign per area. Signs must be placed at least 3ft. from the edge of the sidewalk and at least 6ft. from any other posted sign. Stake signs must be removed by 5:00 PM on the last day of the reservation period. After this time, signs may be removed and disposed of by the Grounds department, Scheduling, or their representatives without notifying the posting entity. A removal fee may be charged. gn dimensions are limited to a maximum of 18" high and 24" wide. Stake height (without sign) is a maximum of 32" high. gns must clearly identify the author or sponsoring organization in accordance with campus regulations pertaining to sign and posters (PPM 8-9, Titt IV). Any use of university logos must adhere to guidelines set by the university. Signs that are co-sponsority on non-university entities must restrict sponsorship logos to a space not to exceed 5" x 5". Total sponsorship logos cannot exceed one-third of the available sign space. Sponsorship cannot conflict with existing university wide commercial contracts. Commercial users are limited to those who are partnering with a valid university entity. Signs must post the expiration date is posted, Grounds will promptly remove sign your expense. Stake signs are allowed to express "any subject matter" unless the content is deemed defamatory or obscene. Stake signs are not available to non-university groups including local or national political candidates or parties, gras must be constructed of materials that can be firmly placed in the ground to withstand all weather conditions. Posting entities are responsible for the upkeep and maintenance of H-Stake signs. Peeling, disfigured, or damaged H-Stake signs shull only be posted in tree wells or shrub b	ganization: Date of Request:		
Email Address: Dates Reserved: Total # of Signs: PLEASE ATTACH A MAP WITH REQUESTED SITES MARKED, ALONG WITH AN EXAMPLE OF YOUR SIGN. Stake sign sites are reserved through the Scheduling Division (801-591-7854) on a first come/first served basis. H-Stake signs can be scheduled on term prior to the expected use. Example: H-Stake signs for use during fall semester can be scheduled beginning the first day of summer term. Seervations are made for any reasonable length of time, not to exceed 21 days, as approved by Scheduling. maximum of 15 signs may be posted per event advertised and are limited to 1 sign per area. Signs must be placed at least 3f1. from the edge of the sidewalk and at least 6f1. from any other posted sign. Takes signs must be removed by 500 PM on the last day of the reservation period. After this time, signs may be removed and disposed of by the Grounds department, Scheduling, or their representatives without notifying the posting entity. A removal fee may be charged. gnd idmensions are limited to a maximum of 18* high and 24* wide. Stake height (without sign) is a maximum of 32* high. gns must clearly identify the author or sponsoring organization in accordance with campus regulations pertaining to sign and posters (PPM 8-9, Titt IV). Any use of university logos must adhere to guidelines set by the university. Signs that are co-sponsored by non-university entities must restrict sponsorship logos cannot acceed one-third of the author or sponsoring organization in accordance with campus regulations pertaining to sign and posters (PPM 8-9, Titt IV). Any use of university in class in the case of the state of signs and posters (PPM 8-9, Titt IV). Any use of university in class control and proposed control and the control of the control of the control of the signs and posters (PPM 8-9, Titt IV). Any use of university of the very pertain of the of contract and posters are interested by the signs and posters in the control of the sinterested proposition of the control of the signs and signs are a	Event Advertised: Requested By:		
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